

WARREN PLANNING BOARD

Minutes

Special Meeting of January 25, 2007

I. Call Meeting to Order

The Meeting was called to order by Chair Andre Asselin. Members present included Jane MacDougall, John Piepowski, Davison Bolster, Byron Kee, Martha Heald, Charles Thibedeau and Mr. Asselin. Members absent included Russell Mello and John Tattrie. Michelle Maher, Town Planner, was also present.

II. Review criteria for land development projects under the Town of Warren Subdivision Regulations and Zoning Ordinance.

Mr. Asselin request a motion to amend the agenda to include discussion of how the criteria for subdivision review and review under the zoning ordinance pertains directly to the American Tourister proposal. The motion was made by Mr. Bolster, seconded by Mr. Piepowski and passed unanimously.

Mr. Asselin presented to the member of the board three checklists based on review of the zoning and subdivision regulations. The checklists denoted what was required as part of review by the planning board under both the subdivision rules and regulations and the zoning ordinance for master plan approval in the Special District and under the zoning ordinance for the Waterfront Overlay Design Review. Mr. Asselin stated that the three lists had been developed by Mr. Bolster, Ms. MacDougall and Ms. Maher respectively, and

included all review criteria that would apply to the American Tourister project proposal.

Mr. Asselin then turned the floor over to Ms. Maher and requested she present her checklist, and explain the memo she presented to the board as an additional document. Ms. Maher discussed who she developed the list and items that were included. Ms. Maher stated that in addition to the items she identified in the zoning ordinance and subdivision rules and regulations, Town Solicitor requested that the legislative definition of Master Plan be included along with the legislative findings of fact requirements.

Ms. Maher reviewed the checklist with the board members in sections referring at times to the memo she submitted in conjunction with the checklist, and also elaborated on her recommendations to the board in terms of moving forward with review of the American Tourister application under its current areas of review. During the summary of the checklist she has provided Ms. Maher referred to the other checklists presented by Mr. Bolster and Ms. MacDougall and stated that the three documents were basically the same, but that additional information provided on Mr. Bolster and Mrs. MacDougall's list(s) were required but not necessarily during Master Plan review, but rather would become more important items under Preliminary Review.

Ms. MacDougall stated that although details may not be required at this phase of review the board should get the documents, and any documents currently not submitted in full by the applicant for the American Tourister in order to insure a proper review of the request.

Discussion was also initiated by Ms. MacDougall as to the initial comments received to date as part of the application may by the American Tourister developers. Mr. Asselin suggested that Ms. Maher denote, utilizing her checklist, all material submitted as part of the American Tourister application to date, and any material she did not locate during her review.

Ms. Maher stated that the majority of required material had been submitted but that there were some details not currently included on the plans she reviewed. Ms. Maher also stated that of material not included and material marked as N/A on the application submitted by the American Tourister developers, it was the planning board member's responsibility to question the need for the material submission and require any or all of it be forwarded to the board if deemed necessary.

Mr. Asselin stated he would like to see the American Tourister applicant submit a narrative detailing where all of the information presented is located in the packet(s) of information the board has as part of this review. Mr. Asselin stated that it would be helpful to the board if they had a list detailing where information could be found in order to save time during review. Mr. Asselin also stated he would like the American Tourister applicant to provide a list of all waivers, modifications, and zoning relief they would be seeking as part of the application presently being reviewed and a narrative as to the proposal's compliance with the comprehensive plan.

Ms. MacDougall asked when the board would be able to ask questions of the applicant in terms of the requirements under zoning

and subdivision regulations. Ms. Maher stated that February 5th is the scheduled continuation date of the public hearing and public informational meeting, and at that time the board should begin to ask the developer for details as necessary for review. Discussion then led to the timeframe for issuing approval or denial of the application. Mr. Bolster stated he believed there was debate as to the date that concluded the 120 period of review for Master Plan. Ms. Maher stated that it was her belief that the board needed to follow the guidance of the Town Solicitor and that the date he has designated as the final date, in April, was the date the board should be working with.

Mr. Bolster stated he believed the amount of time was not sufficient for review because of the scale of the project and the amount of material that the board needed to review and judge. Mr. Thibedeau stated that he believed with the checklist the board had a good starting point, and that if followed he believed it could be accomplished. Mr. Thibedeau went on to say that checklists for all levels of review by the planning board would be beneficial to both the board and applicants.

Mr. Asselin stated that he would like a letter drafted to the American Tourister applicant by staff delineating the points discussed as part of the meeting, including a request that the applicant submit a narrative summary, and be prepared to address areas that have not been submitted to date as part of the overall application. Mr. Asselin also asked the board's pleasure as to a future meeting schedule, and whether the full board should continue to review the American Tourister proposal, or if it should be reviewed by the technical review

committee. Both Mr. Kee and Mr. Piepowski stated they wanted the full board to continue review at this time. Mr. Kee stated he would like also like the board to continue to schedule separate meetings for review of the American Tourister application, because he recognized other business will be in front of the board during its regular meeting date. There was general consensus on this matter.

III. Correspondence

Mr. Asselin stated that he had received a letter from Town Council President, Mr. Frank Alfano, of which he distributed copies to the board members. The letter indicated that a mandatory meeting for all board and commission members of the town was scheduled to discuss open meeting filing requirements and other issues related to the State of Rhode Island Open Meetings Law.

IV. Adjournment

A motion was made by Mr. Piepowski to adjourn the meeting at 8 p.m. The motion was seconded by Mr. Bolster and the measure passed unanimously.

Minutes Drafted 1/30/2007 by Michelle Maher